

TIPS FOR WRITING AN INFORMAL LETTER

- Put your address and the date in the top right-hand corner (but not your name)
- Begin *Dear*, NOT Hello. Use a comma(,) NOT A COLON (:)
- Use informal language (contractions, colloquial expressions, etc.)
- Always divide your letter into at least three paragraphs.
- Show that you are going to end the letter by using a 'finishing' sentence (*Well, that's all for now?*). Put Best wishes/Regards or (*Lots of*) love if it's a close friend.
- If you have forgotten something, add it at the end with PS.

TIPS FOR WRITING AN INFORMAL E-MAIL

- Follow the rules for an informal letter but....
- Don't put your address or the date
- You can begin *Hi+Name*, or simply *Hi/Hello*.

OPENING EXPRESSIONS

- It was great to hear from you
- I'm sorry I haven't written for so long/for ages
- I've got some good news!
- I was really sorry to hear...
- This is just a quick note to tell you...

CLOSING EXPRESSIONS

- Write soon
- Looking forward to hearing from you
- Hoping to hear from you soon
- (Anyway) I have to finish now
- (Well) that's all for now
- (Give my) regards/love to your parents

TIPS FOR WRITING A FORMAL LETTER

- Put your address and the date in the top right-hand corner (but NOT your name)